

California Department of Veterans Affairs

“Honoring California’s Veterans”



Classification: OFFICE ASSITANT (TYPING)
Permanent Full Time

Salary: Range A \$2143.00-\$2606.00 per month
Range B \$2324.00-\$2826.00 per month

Location: Veterans Home of California-Barstow
100 E Veterans Parkway
Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **MUST POSSESS CURRENT TYPING CERTIFICATE INDICATING 40wpm. Please attach a copy of typing certificate to application. SROA PROVISIONS APPLY.**

Duties and Responsibilities: Under the general direction of the Chief, Medical Administrative Services, the incumbent will perform a variety of tasks including but not limited to: maintenance of resident’s medical records; documentation review for omitted signatures, initials, addressographs, etc.; filing of resident’s reports in a timely manner; order entry; maintenance of various logs to insure diagnostic tests performed and reports received; answering of telephones and directing incoming calls; greeting visitors; distributing mail to residents and staff; customer service to residents and other duties as required.

Desirable Qualifications:

- Dependable, reliable and well organized.
- Possess good communication skills, orally and written, and familiar with personal computer.
- Ability to provide excellent customer service.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California- Barstow
100 East Veterans Parkway
Barstow, CA 92311
Attn: Human Resources

Inquiries:

Voice: (760) 252-6282
TDD: (760) 252-6234

NOTE: In line #12 of the State Application, You must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 02/22/08